

Procurement Department
Clerk

General Requirements:

Strong organizational skills
Knowledge of and experience with data entry, accounting software and/or data management software
Ability to understand and follow directions
Strong work ethic
Strong customer service skills

Job Responsibilities Include:

Receive and process requisitions, prepare purchase orders
Filing
Solicit vendors for price quotes
Data entry (requisitions, purchase orders, supply inventory)
Receive, organize, stock and distribute supplies
Maintain monthly MBE/WBE reports
Answer phones
Assist vendors, staff, State Fair Board directors in ordering and receiving supplies
Perform related duties as assigned

Education/Experience Requirements:

High School Diploma
Minimum two years related experience